

## **EMS COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the EMS Coordinator position exists is to analyze, plan, design, implement, and administer EMS programs as well as other department-wide and community oriented programs. These include Advanced Life Support (ALS), Basic Life Support (BLS), Continuous Quality Improvement (CQI), immunizations, problem resolution, and certification and recertification of both EMS instructors and providers. In addition, this class is responsible for evaluating EMS training activities for effectiveness, with an emphasis on its impact on department service delivery. Work is performed under general supervision by the EMS Deputy Fire Chief.

### **ESSENTIAL FUNCTIONS**

Performs Quality Assurance reviews of EMS documentation and care delivered as set forth by Arizona Department of Health Services guidelines.

Evaluates EMS data, identifying methods of providing effective emergency medical care, identifying methods to correct complex medical issues and patient care delivery situations, and designing quality assurance programs to measure program outcome and effectiveness.

Conducts research and analysis of current and future EMS issues and trends to ensure quality medical services. Assists in accomplishing established overall organizational goals through program management, provider and system evaluation, and quality assurance.

Plans, organizes and develops lesson plans for BLS and ALS training programs in conjunction with the Arizona Department of Health Services.

Conducts EMS training activities and classroom instruction sessions including Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), CPR, and Emergency Medical Technician programs.

Serves as a liaison between the Fire Department and hospitals, medical direction authorities, ambulance supervisors, and other agencies regarding EMS activities, procedures, and policies.

Performs ride-alongs with emergency vehicles, during emergency calls to evaluate EMS services under emergency scene conditions.

Performs all other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Theories, principles, and techniques used to facilitate adult learning.  
Project planning and execution of principles and methods.  
The principles of healthcare delivery systems and emergency medical services.  
Methods of conducting research studies or medical investigation.  
Medical/legal issues related to delivery of EMS.  
Federal, state and regional standards of care.

Pathophysiology, assessment, and management modalities of medical conditions of disease common to adults and children.  
The process of disease transmission and infection control.  
The assessment and management of the various types of trauma.

Skills:

Experience using a desktop computer in the conducting of essential functions.  
Familiarity with the use of database, spreadsheet and word processing applications.  
Experience coordinating training and instruction on ACLS, PALS, PEPP, CPR, and other certification courses.

Ability to:

Develop computer based training programs.  
Plan, coordinate, and execute large public events or training programs.  
Recognize potential medical/legal risk situations.  
Develop and implement long and short-range goals and objectives.  
Observe and evaluate trends in EMS training.  
Communicate technical medical concepts and practices in simple non-technical language based on the audience.  
Represent the Fire Department at meetings with local, state, and regional medical direction authorities.  
Coordinate medical follow-up, as needed, with infectious disease exposures.  
Provide direction or instruction to other staff members, contracted personnel, or presenters.  
Establish and maintain effective working relationships with management, co-workers, and representatives from hospitals.

**Education & Experience**

Requires a minimum of four years experience as either an Emergency Room Nurse, Pre-Hospital Flight Nurse, Fire Department EMS Coordinator, Pre-Hospital Manager/Coordinator or Pre-Hospital Educator. Experience including the responsibility for training of Paramedics and/or Emergency Medical Technicians is preferred. An Associate's degree from an accredited college or university with major coursework in Nursing, Emergency Medical Services, or a closely related field is preferred. Beginning in July 2007, an Associate's Degree will be required. Certification as an instructor in the following areas is required: Advanced Cardiac Life Support (ACLS), Basic Cardiac Life Support (BCLS), Basic Life Support (BLS), Pre-Hospital Trauma Life Support (PHTLS), and Pediatric Education for Pre-Hospital Professionals (PEPP).

Must have a current, valid Arizona driver's license. No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified